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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 12 January 1956

FROM : Chief, Building Planning Staff, OL

SUBJECT: Notice [] Questionnaire Regarding Eating
Facilities in Proposed Agency Building.

STATINTL

1. You have asked me to outline our thinking in connection with the subject questionnaire.

2. The study of Cafeteria requirements was one of the special studies which the "Sub-Committee on Space Requirements" considered desirable. This study was not started, however, until the A-E representatives [] spent approximately 10 days in our headquarters reviewing all space requirements in the proposed headquarters facility.

STATINTL

3. This study was determined to be necessary to develop information for which there was no other known available source. While statistical information regarding the number of meals secured can be obtained from the GSI, and the volume of snack bar business can be determined through the Washington Society for the Blind, it would not be possible to determine from this data the number of people who currently carry their lunch from home or the number who might continue to do so if a more satisfactory eating environment were provided. It would neither be possible to determine the number of people who currently leave the premises to obtain their lunches in commercial restaurants nor the number among these who might continue to do so if the building were located in an area where such facilities might be much less convenient and accessible than they are in relation to our present buildings.

4. In a majority of the larger Departments and Agencies of the Government, table service is offered supplementary to the cafeteria facilities. CIA does not now have such service and there is no known source, other than by indication from the employees, from which a reasonable determination could be made as a realistic basis for projecting plans to provide such service in the new building. Again, the factors of people carrying their lunches and eating in commercial establishments preclude any accurate estimate of the proportion of these people who do this merely to avoid what they consider to be the unpleasant environment and unsatisfactory menus currently available. Furthermore,

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By: []

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it would be impossible to determine by any other means the number of people currently utilizing the cafeterias who might prefer table service, or the extent to which they would utilize it if available.

5. In setting up this study it seemed to us that the whole subject was closely related to employee morale and welfare. For that reason we believed the study should logically be assigned to the Director of Personnel. This was discussed with the Liaison Officers and they agreed. We requested the Director of Personnel to designate someone from his office to conduct the study and he named Mrs. [REDACTED]. After considering the matter for some time, [REDACTED] came to us with a questionnaire which she proposed to distribute among the Agency employees. The questionnaire was designed to bring out information as to cafeteria requirements under the conditions we expect to encounter in the new building.

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STATINTL OL/BPS: [REDACTED]:mec (12 January 1956)